

**STATE OF ALASKA  
DEPARTMENT OF CORRECTIONS  
EMPLOYEE HOUSING**

**OCCUPANCY TERMINATION NOTIFICATION**

To: Employee Housing Coordinator  
Department of Corrections  
c/o Spring Creek Correctional Center  
3600 Bette Cato  
Seward, AK 99664

From: \_\_\_\_\_  
Employee/Tenant Employee ID #

Effective \_\_\_\_\_, 20\_\_\_\_\_, I vacated housing located at

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Please forward any funds due to me for refunds related to my deposit paid to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ or, my home address on file with Human Resources.

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Employee/Tenant signature

Date

I verify the accuracy of this information and found the premises to be clean and undamaged, excluding normal wear and tear, as noted on the "State Housing Condition Inspection Report" and meeting the requirements as set forth by the lessor. Damages noted by the lessor have been documented and reported to the employee/tenant and administrative officer.

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Administrative Officer's signature

Date